

Box reserved for Personnel Section

5408 Control No.#		C&P Analyst Approval		Date
Employee Name		Division Administration		
Position No / Agency-Unit-Class-Serial 487-543-4800-XXX		Unit Human Resources		
Class Title Staff Services Manager I- Payroll & Benefits		Location Human Resources		
SUBJECT TO CONFLICT OF INTEREST CODE <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CBID S01	WORK WEEK GROUP E	PAY DIFFERENTIAL	WORKING HOURS M-F 8:00 am to 4:30 pm

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Personnel Officer (Staff Services Manager II), the Staff Services Manager I position is responsible for the oversight, planning, organizing, managing and supervising the activities of the hospital's comprehensive Payroll, Position Control, Benefits Administration, and Classification & Pay Units' ability to meet the payroll needs of DSH-M. The incumbent will serve as a team motivator, trainer, and leader, provides workload assignments, provides timely updates to staff and management, completes or finds resolution to the most sensitive or highly complex pay issues. This position also includes miscellaneous duties of providing new employee orientation training, assist in reception desk coverage and other assignments as needed.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
50 %	<p><u>ESSENTIAL FUNCTIONS</u></p> <p>Formulate hospital policies and procedures to ensure the Transactions Unit's compliance with state payroll, position control, State Controller's Office, Office of State Audits, Memorandums of Understanding, and California Labor Code rules, regulations, and laws.</p> <p>Organize, develop, and implement systems (including auditing systems) to ensure proper compliance and processing of payroll, non-industrial disability insurance program, state disability insurance program, tangent industrial disability insurance program matters, military leave, dependent reverification, garnishments, support orders, salary advances and clearances, account receivables and salary advances, and entitlement dates.</p> <p>Work with the hospital's Fiscal Services department to ensure the continued maintenance and reduction of accounts receivables.</p> <p>Formulate hospital policies and procedures to comply with routine and random payroll</p>

and overtime audits, in compliance with the Office of State Audits and State Administrative Manual policies and procedures, and to ensure the integrity of the payroll expenditures.

Plan, organize, develop, and implement training for supervisors, and staff related to payroll, and management of payroll functions. Provides New Employee Orientation Training to all newly staff of Metropolitan monthly up to 3 times per month.

Provides workload assignments, provides timely updates to Management and staff. Serves as a team monitor, trainer and leader. Completes or finds resolution to the most sensitive or highly complex pay issues.

Prepares reports of payroll audit findings and works with Human Resources Director, Executive Management, Sacramento staff, and Control Agency personnel to identify and correct systemic deficiencies or poor payroll or supervision practices or recommends best practices.

Ensures the correct appointments of employees, exempt employment service credit, licensing data, probationary periods, and leave accounting balances.

Organize, develop, and implement policies and procedures to comply with Position Control functions. Ensure that functions are adhered to pursuant to budgetary allocations and guidelines.

Analyze, interpret, and apply laws and regulations related to payroll and position control functions. Provides advice and recommendations to hospital managers and supervisors to ensure compliance with payroll laws, regulations, procedures and practices.

Oversees the completion of the Schedule 8 process as needed.

MARGINAL FUNCTIONS

Responsible to ensure that all applicable notices are posted.

Assesses, develops, and implements training for assigned staff that ensures compliance with all hospital mandated and job required training.

Provides assignments and opportunities that encourage staff development and upward mobility. Provides supervision that develops and trains staff for current and future work assignments.

Develops, plans, and implements sound practices to ensure equitable distribution of assigned payroll rosters among Transactions Office staff.

Provides training to supervisors and managers of payroll requirements, policies, and red flags. Ensures training is provided to Personnel Specialists by the supervisors to address payroll errors.

Prepares clear, concise, and comprehensive managerial reports, administrative policies, and other related administrative work as assigned.

Communicates with Human Resources Director on position control issues, including filled positions, vacancies, and requests to reclassify positions.

40 %

10 %

ADDITIONAL DUTIES AS REQUIRED:

Maintain a safe work environment by actively promoting routine safety inspections, accident prevention and investigation, and ongoing safety awareness, and training for MSH staff.

Prepares clear, concise, and comprehensive managerial reports, administrative policies, and other related administrative work as assigned.

Effectively communicate with all levels of employees throughout the Hospital and the Department, as well as other local, state, and federal control agencies. Address various groups concerning payroll programs at the Hospital and promote favorable public relations.

Other
Information

SUPERVISION RECEIVED

Under the general direction of the Personnel Officer (SSM II).

SUPERVISION EXERCISED

Provides direct supervision to two (2) Position Control/Class and Pay Analysts; (2) Office Technician, and one (1) Personnel Supervisor II. Provides indirect supervision to remainder of payroll unit, consisting of two (2) Personnel Supervisor I 's; two (2) Senior Personnel Specialists, eleven (11) Personnel Specialists, and other technical and administrative support staff, as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel and management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and the department's goals and policies; governmental functions and organization at the state and local level; department Equal Employment Opportunity Program and the process available to meet those objectives.

ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the regular course of work; review and edit written reports; utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities and meet deadlines; develop and effectively utilize all available resources; and effectively contribute to the department's Equal Employment Opportunity objectives.

REQUIRED COMPETENCIES

PHYSICAL

Requires light to moderate physical effort. Includes sitting, standing and walking most of the time with pushing, pulling, bending, stooping, squatting, grabbing, carrying, kneeling, twisting, and reaching at, or above shoulder level; includes working on irregular surfaces, and requires lifting of objects weighing between 5 to 15 pounds on a regular basis, with an occasional need to lift up to 25 pounds. Must possess the visual, verbal, physical, mental and cognitive ability to carry out the essential duties of the classification and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

- Must possess thorough knowledge of laws, rules, policies, and procedures relating to workers compensation, payroll and benefits administration.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Demonstrates ability to provide technical expertise for consultation and guidance to hospital leaders.
- Demonstrates ability to analyze situations accurately and take effective action, communicate effectively and prepare clear and concise reports;
- Excellent verbal and written communication skills are required. The SSM I must be proficient in the delivery of the communication method required, either verbal or written, in all aspects of performance and as a representative of the Hospital and the Human Resources Department.
- Excellent computer skills are required in Word and Excel programs, including, but not limited to, advanced knowledge of Excel and MIRS for preparation of payroll and accounts receivable reports, and State Controllers; Office payroll system, including systems such as LAS, PIMS, and HIST.

LICENSE OR CERTIFICATION - not applicable

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS (Work Week Group E)

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. May be required to work Saturdays.
- Infrequent travel may be required to attend meetings with SCIF or represent the hospital at offsite locations with regard to payroll and/or benefits program issues.
- Comply with DSH – Metropolitan and Departmental policies and procedures.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date
